



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2792 GOLF STARTER
HOURLY SALARY: \$14.39 to \$17.34**

APPLICATION FILING DATE: **FIRST DATE:** February 8, 2008

LAST DATE: Open

PLEASE APPLY PROMPTLY. As soon as sufficient applications are received, **the application filing period may close within five days.** Persons may apply only once during this application period.

***NOTE:** This is an hourly, part-time position.

THE POSITION: Golf Starters answer questions concerning the golf course and procedures, rules and regulations; determine and collect proper green fees from and arrange starting order for players; organize golfers into playing groups and make arrangements for timely spacing; patrol the golf course to interpret and enforce course rules; keep records, including those for numbers of players and cash receipts; operate a cash register/computer; close-out and balance cash register; determine and issue resident identification cards; and perform other duties as assigned.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

***EXPERIENCE:** Six months of full-time paid work experience that **MUST** include as primary responsibilities: a) Golf course operations-related experience (i.e., knowledge of golf course rules/regulations and tee time reservation systems). **NOTE:** Recreational golf playing, golf course maintenance, and golf equipment maintenance is NOT qualifying. **-AND-** b) Processing transactions utilizing a point of sale (POS) system and experience opening, closing and balancing transactions. **NOTE:** Retail or restaurant cashing experience ONLY without qualifying golf-related experience is NOT qualifying.

-OR-

EDUCATION: 15 semester or 22.5 quarter units of college-level course work in physical education or related field, with an emphasis on golf which must include rules of golf and golf shop operations. **(Proof of course work completed must be submitted with your application.)**

***NOTES:**

1. Golf course operations experience must include answering questions concerning golf course rules and regulations, and knowledge of tee time reservation systems.
2. Recreational golf playing ONLY without qualifying golf-related experience, golf course maintenance, and golf equipment maintenance, is NOT qualifying.
3. An equivalent combination of education and experience that equals six months may be substituted for the requirements specified above. (One semester unit = 60 hours.) (One quarter unit = 40 hours of work experience.)

HIGHLY DESIRABLE:

1. Basic mathematical skills.
2. Experience in cash register operation/POS systems.
3. Computer experience **including data input and report generation.**

LICENSE: A valid California Class C driver's license will be required at the time of hire.

***HOW TO APPLY:** You must complete a **DATA ENTRY FORM** and a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only the applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates that are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS** – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your application **will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

Describe your experience and qualifications in each of the following areas: (Write “NONE” if you do **not** have any qualifications in a specific area.)

1. Describe your experience and knowledge regarding the rules and regulations of the game of golf. (Specify how you obtained this knowledge.)
2. Describe your golf course operations-related work experience and your experience in receiving payments and balancing receipts against register tapes.
3. List your college level golf-related course work. (Include course title, college attended, and date attended. **Proof of course work must be submitted with your application.**)
4. Describe your work experience in providing information and assistance to the public.
5. Describe your experience/training with computerized cash registers.
6. Describe your education/training/experience which involved the learning and/or use of mathematics.
7. Describe your computer experience, including the creation of reports and data input. (Specify the software used and your proficiency level.)

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APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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